

AGENDA FOR MEETING WITH ADMIRAL TURNER
AND AGENCY SECRETARIAL GROUP

(1)

ITEM 1	Secretarial Problems	15 minutes
	(1) Secretarial Career Service	
	(2) Headroom For Promotion	
	(3) Vacancy Notices	
	(4) Part-Of-The-Team Concept	
	(5) Walking The Halls To Find A Job	
	(6) Agency Secretarial/Clerical MAG	
ITEM 2	Operational Support Assistants	10 minutes
ITEM 3	Contract Wives	10 minutes
ITEM 4	Basic Office-Related Training Of New Employees	10 minutes
ITEM 5	Establishment Of A Day Care Center For The Use Of Agency Personnel	5 minutes
ITEM 6	Correspondence	5 minutes
ITEM 7	Advancement Of Secretarial/Clerical Employees Into Professional Slots	5 minutes

ITEM 1

SECRETARIAL PROBLEMS

PROBLEM 1 - SECRETARIAL CAREER SERVICE ✓

STAT One of the single most important problems, as secretaries see it, is the lack of a Secretarial Career Service to be solely responsible for this category of Agency personnel which numbers approximately [] people. We have concluded that this Career Service should include only Secretaries, Administrative Assistants, Clerk Stenos and Clerk Typists in Grade GS-6 and above, eliminating clericals. By way of identifying clericals, we mean all those employees listed as file clerks, messengers, information control clerks, intelligence assistants, etc. whose constant turnover and large number would tend to overburden a Secretarial Career Service and thereby be detrimental to the interests of those for whom the Service is intended. We feel that such a Service would address itself to Problems 2 - 5 listed below and we have tried, where possible, to offer solutions which we hope have not been offered before.

If, after our discussion, it is deemed impossible to have a Secretarial Career Service, we would like to present to you another concept -- that of an Agency Secretarial/Clerical MAG (listed as Problem 6) which might explore some of the problems we will be discussing.

SOLUTION:

In the past the conclusion has always been reached that a Secretarial Career Service is not feasible. We feel that it should be given a chance. Over the years in this Agency many new ideas have been tried; some have succeeded and some have failed. We feel the time is NOW for this Secretarial Career Service. If it succeeds, some of the problem areas might be alleviated; if it fails, it can be chalked up with other failures the Agency has had over the years. We say -- NOTHING VENTURED; NOTHING GAINED!!!!

PROBLEM 2 - HEADROOM FOR PROMOTION ✓

Agency policy has been over the years that a secretary's grade has been tied to the grade of her boss -- i.e., a GS-7